

**EPPING FOREST DISTRICT COUNCIL  
NOTES OF A MEETING OF FINANCE AND PERFORMANCE MANAGEMENT SCRUTINY  
PANEL  
HELD ON TUESDAY, 7 FEBRUARY 2006  
IN COMMITTEE ROOM 1, CIVIC OFFICES, HIGH STREET, EPPING  
AT 7.00 - 8.40 PM**

**Members Present:** J M Whitehouse (Chairman), A Green (Vice-Chairman), S Barnes (Deputy Leader), R Chidley, Mrs D Collins and R Gould

**Other members present:** (none)

**Apologies for Absence:** K Faulkner and Mrs R Gadsby

**Officers Present** J Gilbert (Head of Environmental Services), A Hall (Head of Housing Services), D Macnab (Head of Leisure Services), P Maddock (Assistant Head of Finance), J Preston (Head of Planning and Economic Development), T Tidey (Head of Human Resources and Performance Management), S Tautz (Senior Performance Management Officer) and S G Hill (Senior Democratic Services Officer)

**Also in attendance:** (none)

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**48. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

No substitutes appointed.

**49. DECLARATION OF INTERESTS**

No declarations of interest were made.

**50. TERMS OF REFERENCE / WORK PROGRAMME**

Noted that the Council Plan had now been considered by the Cabinet and was now subject to a further consultation period before being considered by the Overview and Scrutiny Committee in April 2006.

The Community Conference issue should now be deleted from the programme as this had been dealt with under the report on Consultation considered on 30 January 2006.

A report on Local Land Charges Performance was requested for the next meeting.

**51. BEST VALUE PERFORMANCE PLAN 2006/07 - SUMMARY VERSION**

The Panel reviewed the summary BVPP for 2006/07. Noted that the summary followed the format from previous years. The next BVPP would be aligned to the emerging Council Plan.

Minor drafting changes were suggested to the summary including:

- (i) moving the SLM contract to the top of the achievements for the last year under Leisure Portfolio;
- (ii) aligning performance on waste management to those in the indicator information;
- (iii) inclusion of issues of the East of England Plan and maintaining performance on planning applications within the Planning and Economic Development Portfolio.

It was noted that the relevant Portfolio Holder would be consulted on the changes proposed by the Panel.

**Agreed:**

***That the draft Summary Best Value Performance Plan be recommended to the Cabinet for adoption.***

**52. KEY PERFORMANCE INDICATORS 2005/06**

The Panel Reviewed Performance of the Council's KPI's up to month nine of the current year and made the following observations:

- (i) That annually collected PI's be considered with the next quarter's figures;
- (ii) EH6 (Percentage of Licence Applications Processed within statutory period) – The Panel asked that the good performance on licence application be recorded and that this performance be congratulated;
- (iii) BV 82 (Waste Recycling) – Noted that the BVPI's relating to Waste Management would be audited at year end. They all currently showed as 'Amber'. Noted that residual waste had remained static rather than increased this year;
- (iv) BV199(a) and (b) (Highways Litter and Graffiti) – Noted the encouraging downward trend on land and highways with assessed levels of litter being below acceptable levels. It was agreed that indicators needed to be more appropriate for Graffiti removal. Noted that the Environment Scrutiny Panel would be receiving a report on the Environment Protection Act in March 2006.
- (v) BV199 (d) (Flying Tipping)– overall downward trend. It was not known whether moves not to collect side waste would affect fly-tipping. No prosecutions had been made this year.
- (vi) BV64 – (Vacant dwellings) – Noted that the Housing Panel would be looking at this issue. It was noted that a Strategy was required. It was queried whether this should be a key indicator for next year due to the low levels of vacant dwellings in the area.
- (vii) BV183 (a) (Use of Bed and Breakfast Accommodation) – Noted that this only covered families with dependants. The Council continued to house approximately 30 single persons in B and B at any one time.
- (viii) H15 (a) – (Affordable Homes) – Noted that the Target of 74 affordable homes this year was still expected.

(ix) BV12 – (Working Days Lost to Sickness) – Noted that the Council wouldn't make top quartile performance although Services were working on ill-health cases.

(x) BV170(a) (Visits to museums and galleries) – Head of Service to devise appropriate target for 2006/07;

(xi) BV109 (a) – (c) (Planning Applications) – The Head of Service reported as follows on Planning Application Performance:

Type of Application	No. Received	No. Dealt within Target
Major	25	9
Minor	306	183
Other	1130	904

Noted that early year performance had been under previous systems. 3<sup>rd</sup> quarter performance had been much improved following new ICT systems and the employment of the 'Hit Squad'.

(xii) BV156 – (Disabled Accessibility) - Noted that the definition of this indicator was being reviewed such that it was anticipated that the Council's performance had been previously under-stated.

### 53. QUARTERLY FINANCIAL MONITORING

Noted that the Panel was required, within its terms of reference, to consider financial monitoring reports on key areas of income and expenditure for each portfolio. The Panel considered the second quarterly report covering the period from 1 April 2005 to 31 December 2005.

The Panel noted that main variances within the budget. It was noted that as a result of member decisions to increase car parking charges there had been a higher than expected income on this budget.

Noted that a report on the lower than anticipated income in Local Land Charges had already been requested.

### 54. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE

(a) BVPP Summary;

(b) KPI's Performance

### 55. FUTURE MEETINGS

The next meeting of the Panel would be held on 25 April 2006 at 7.00 p.m.